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MEMORANDUM FOR: Chief, Plans and Policy Staff

13 March 1957

SUBJECT: Intelligence School Weekly Activities Report #11  
7 March through 13 March 1957

Document No. 11  
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Date: 3-10-78  
By: 35

I. SIGNIFICANT ITEMS - None.

II. OTHER ACTIVITIES

a. OTR Orientation Officer

(1) The CIA Introduction program was conducted on 11 March for [ ] people.

(2) The Dependents' Briefing was held on 5 and 6 March and was attended by the record number of [ ] people, including [ ]

The new presentation by [ ] of the Office of Security strengthened the security coverage and was well received. [ ] gave the presentation on "Life Overseas" and remarks from [ ] AC/PI, concluded the program.

(3) On 7 March [ ] gave a lecture on "The National Intelligence Structure" in the Associate Military Intelligence Officer Advanced Course at the Army Intelligence School, Fort Holabird, Maryland.

(5) The Chief of the Cable Branch, Documents Division, OCR, has requested that the entire Cable Branch be permitted to attend the Departmental Briefing. Arrangements have been made to accommodate the entire Branch of [ ] people at the next two briefings. This is the first internal request to attend the Departmental Briefing that [ ] has received.

b. Intelligence Orientation

(1) The first week of Intelligence Orientation #7 ended on Friday, 8 March. Two new guest speakers participated in this presentation of the course as substitutes for regular lecturers. They were: [ ] of the Intelligence Production Staff, and [ ] Acting Chief, Geography Division.

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(2) In addition to his duties with Intelligence Orientation, [ ] is assisting with the instruction of the Writing Workshop which began on Monday, 11 March.

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(3) [ ] was on sick leave 11 and 12 March. In his absence, [ ] conducted a seminar for Intelligence Orientation on Monday afternoon.

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(4) [ ] participated as an IO instructor for the first time on Tuesday afternoon, 12 March. [ ] conducted one of the seminars on American Thesis subjects.

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#### c. Intelligence Training

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(1) Effective Speaking #3 started on Monday, 11 March, with [ ] students enrolled in attendance. One OCI student will not enter the course until Wednesday, 13 March. In addition to [ ] OTR students, there are [ ] from OCI, [ ] from OGR, [ ] from Logistics, and [ ] from ORR, PP, WE/FI, and Personnel.

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(2) Writing Workshop #12 started on Monday, 11 March, with [ ] students. The class has been split into two sections of [ ] each; one is conducted by [ ] and one is conducted by [ ]. There are [ ] students from the Office of Communications, [ ] from the Management Staff, [ ] from ORR, [ ] from Audit, [ ] from OO, and [ ] from OSI, OCI, OTR, WE/PP, Logistics, and the Office of the Comptroller.

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(3) Conference Leadership #4 ended on 6 March. Of the [ ] students originally enrolled, [ ] completed the course. As usual, this course was very well received.

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(4) [ ] met this week with [ ] Chief of the Services Division, Economic Research Area, ORR, to discuss tentative plans for a course in the use of maps in economic intelligence. Such a course would be primarily for ORR analysts.

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#### d. Management Training

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(1) Basic Supervision #28 (GS 5-7) began on 11 March with the maximum enrollment of [ ]. A total of [ ] requests for admission were received for this presentation. In order to meet the demand for this course, another presentation for the GS 5-7 level has been scheduled for April in lieu of the regularly scheduled Basic Management.

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(2) Basic Management #32 (GS 13-15) concluded on 8 March with [ ] people in attendance. Eleven major Offices or Staffs were represented by this senior group. A highlight of this presentation was Colonel White's first appearance as a lecturer for Basic Management.

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(3) Basic Management #33, to be given 25 March - 8 April, is already fully subscribed, with [ ] people having requested admission to the course.

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(4) Basic Management #34, originally scheduled to begin 22 April, has been converted to a OS 5-7 Basic Supervision. The reasons for this are twofold: the heavy oversubscription of OS 5-7 Basic Supervision; and the difficulty in replacing [ ]

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e. Instructor Training

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[ ] is on a special training project 11-14 March for the Chief, Special Projects Division, Operations School.

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f. Administrative Training

(1) At the request of [ ] is attending the second week of Operations Support.

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(2) [ ] substituted for [ ] at the Dependents' Briefing on 6 March. This was the day which required the participation of the entire instructor staff of Administrative Training for the surveillance problem.

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g. Clerical Training

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(1) During the week of 4 March there were [ ] people in Clerical Induction Training and [ ] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 4 March were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 5 March were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(4) Beginning 11 March, Clerical Induction Training will give one test each week in the typewriting and shorthand classes, instead of the three tests in typewriting and five tests in shorthand previously given. One qualifying score will be required in each of these skills, but there will be no change in the standards as previously established.

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(5) Mr. Baird has requested that a Secretarial Workshop be conducted for the secretaries at [ ] The Workshop would be similar to the one given at Headquarters, but tailored to fit the special needs of [ ] secretaries. [ ] will be responsible for this program. She will be assisted by [ ] The date for this Workshop has been tentatively set for late April.

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(6) Several OTR secretaries who attended the Secretarial Workshop given at Headquarters have expressed an interest in having a follow-up session. It is anticipated that such a session could be scheduled in approximately six months.

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(7) Since January of this year [ ] has been trying to fill a GS-7 instructor vacancy on the staff. [ ] will leave to be married in two weeks, but all efforts thus far to replace her have been unsuccessful.

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h. Reading Improvement

Nothing to report.

i. Visual Aids Section

The weekly activities report of VAS is attached.

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III. PERSONNEL NOTES

(1) [ ] formerly with the Publications Staff of the Economic Research Area of ORR, has joined the staff of Intelligence Training.

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(2) [ ] and all his family have scarlet fever.

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(3) [ ] left Friday, 8 March, for two weeks' military leave and one week's annual leave.

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(4) [ ] is convalescing satisfactorily, and will return part time to duty on Monday, 18 March.

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(5) [ ] returned on Monday, 11 March, from two weeks' paternity leave. The son is doing well, but Mr. [ ] has lost both sleep and weight.

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[ ]  
Chief, Intelligence School

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